

Appendix D: How to Request Heat-Flux Sensor Calibrations

1. Prepare a purchase order with the following:
 - a. Company name and address
 - b. Contact person's name and phone number
 - c. Billing address
 - d. Service ID number requested (include range and points)
 - e. Test fee
 - f. Address to ship test item
 - g. Return shipping instructions (prepay and add, COD, charge to account with shipper)
 - i. the test fee does not include shipping costs
 - ii. customers are responsible for all shipping costs
 - iii. If no instructions are given, NIST will return the test item by common carrier, collect, and uninsured.
2. Send the purchase order to:

Calibration Services
National Institute of Standards and Technology
100 Bureau Drive, Stop 2330
Gaithersburg, MD 20899-2330

Tel.: (301) 975-2002
FAX: (301) 869-3548
E-mail:
calibrations@nist.gov
3. Send the test item(s) to:

Charles Gibson
National Institute of Standards and Technology
100 Bureau Drive, Stop 8441
Gaithersburg, MD 20899-8441

Tel.: (301) 975-2329
FAX: (301) 869-5700
E-mail: cgibson@nist.gov
WWW: <http://physics.nist.gov/Divisions/Div844/staff/Gp3/gibson.html>

Heat-flux sensor calibrations are performed in February, May, August, and November. Requests for calibration services are scheduled after the receipt of a purchase order.

NIST policy requires prepayment of all calibration services performed for non-U.S. organizations. Please contact the Calibration Program office to arrange payment.